

SHERFIELD ON LODDON PARISH COUNCIL



NEIGHBOURHOOD PLAN WORKING PARTY

Minutes of NPWP meeting held on 5th January 2016

Present – Alan Ball, Bryan Jenkins, Jane Jordan, Anna Scott and Natalie Lerner (Minutes)
[Mentioned: MD (consultant) - Mick Downs. CA fieldworkers: NV - Nick Vincent, GF – Gill Fearon]

1. Minutes of previous meeting: 08/12/2015

Minutes of the meeting held on 8th December were approved subject to agreed amendments.

2. Matters arising from the Minutes

There were no matters arising not on the agenda.

3. Housing Survey update

- a. AB reported that the latest draft (3) had arrived that day. The updated report attempted to amend the data to take into account the removal of Taylor's Farm from the redefined designated Neighbourhood Plan area. However, the newly inserted map and figures will need revisiting, as the calculations are based on the so-called 'Rural Area', which excludes Taylor's Farm but does not include all of Wildmoor and Church End.
AB was tasked with speaking with Kirsty Rawlinson at Action Hants the next day. We would hope to have the final report by the end of this week.
AB will also circulate this draft (3) to members of the committee. Action AB

- b. Discussion took place on how the final report should be used and disseminated. Valuable reference was made to the methods used when informing the parish of the results of the 2014 Neighbourhood Plan Questionnaire. (Appended at the end of these minutes.) It was agreed to follow the same good practice. Action NL to lead
 - * The whole report will be a stand alone reference document, attached to NP.
 - * The whole report will be published on PC NP website
 - * Single hard copies of the whole report should be available in public places eg. House Twenty8 coffee shop, Chineham Library. NL
 - * A summary of the findings should be distributed to every home. Working Group members were tasked with reading through the document to decide whether to use the report's 'Executive Summary' or 'Survey Conclusions' for this purpose. All
 - * The summary will be issued as an A5 booklet with our standard NP heading, as previous documents.
 - * Booklet designed and printing costs obtained NL
 - * It will be delivered by hand – volunteers will be sought from residents NL
 - * Request will be made for a full page in February Loddon Valley Link to announce the summary and to advertise the upcoming NP Open Day on Saturday 6th February. NL

4. Character Assessment update

- a. JJ listed the remaining gaps in the document as:
 - Breach Lane, Reading Road north, Mill Close Action NL
 - Sections around The Green (south)/Reading Road south Action JJ to email details to NL and NL to ask NV/GF to complete
 - Church End Action JJ & AS

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- b. BJ pointed out that MD (consultant) may also feed back some suggested changes.
- c. JJ asked if there was a printing budget for committee members, as the CA doc. will need final proofing in hard copy. AB said yes.
- d. The History of the Parish section still needs to be revisited, to avoid overlap with the introductory section of the Plan itself.

NL

Action Raw info. sent to JJ by early w/c 11th Jan. NL, NV, GF

Action Complete draft CA by 17th Jan. JJ & AS

Action Issue draft completed doc. to members for comment by 22nd Jan. JJ

Action Then doc. issued to PC asap JJ

5. Progress on Draft Neighbourhood Plan

- a. MD (consultant) will be working on our latest draft NP after the holiday break. We await his responses.
- b. Since recently joining the NPWG, AS has now reviewed the draft document in detail, using track changes for the typos and adding comments.
- c. AS and JJ pointed out that they felt there was a lack of reference to the local environment in the draft NP doc. It was agreed to look at it again with a view to making more reference to extant environmental surveys of the area and to the environmental info. in BDBC draft Local Plan.
- d. AS thought that more reference should be made to cycle paths.
- e. BJ explained that the next pressure point in the process will be to have Sherfield NP approved before the Local Plan is approved.
- f. AB reminded us that BDBC (via Emma Betteridge) has already offered to review our doc. informally prior to formal submission to the borough.

6. Open Day Saturday 6th February

- a. The event will need to be promoted in February LVL (deadline 16th Jan.) As above in xxx an A5 page, to include Housing Survey info. and Event promotion, will be requested by NL.
- b. AB said that in xxx doc, it is recommended to keep county councillors abreast of progress.
- c. As nearing the close, another meeting will need to be arranged with main purpose of planning the February event.

Action NL to request page, draft text and circulate for comment.

Action AB will invite Councillor Keith Chapman to event.

Other issues raised

JJ said that she and AS would find a project plan helpful. BJ explained the initial Gantt Chart and the present project plan, which needs updating after recent activities. BJ will mail project plan to JJ and AS for comment and updates. Action BJ

7. Date of next meeting: to plan Open Day Event

Tuesday 12th January at 6.30pm in Garden Room

Action NL to book room